User manual OCR giro

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THIS IS OCRGIRO

1.1 OCRgiro

OCRgiro is a form-based collection service for all types of bills.

The payee sends the payer an OCRgiro on which customer identification (KID) is printed. KID may consist of up to 25 digits, and its intention is to identify the payer and what the payment refers to. It is for the payee to decide the contents of KID.

The establishment/firm receives information about the payments via data communication. The data can be read directly in to the customer's account current book. This reduces the expenses.

OCRgiro is well established and available in most accounting programmes.

OCRgiro may, with advantage, be combined with eFaktura. Instead of postal delivery, the invoice can be sent electronically to the payer's Net Bank. For more information about eFaktura, see www.bbs.no. Use of eFaktura may contribute to considerable economies.

1.2 Advantages

When using OCRgiro, the payee receives accounting data in return for a quick and safe updating of the account current book. In this way the payee avoids registering the payments manually.

The service also simplifies the bank reconciliation as the payments are presented as total amounts on the account.

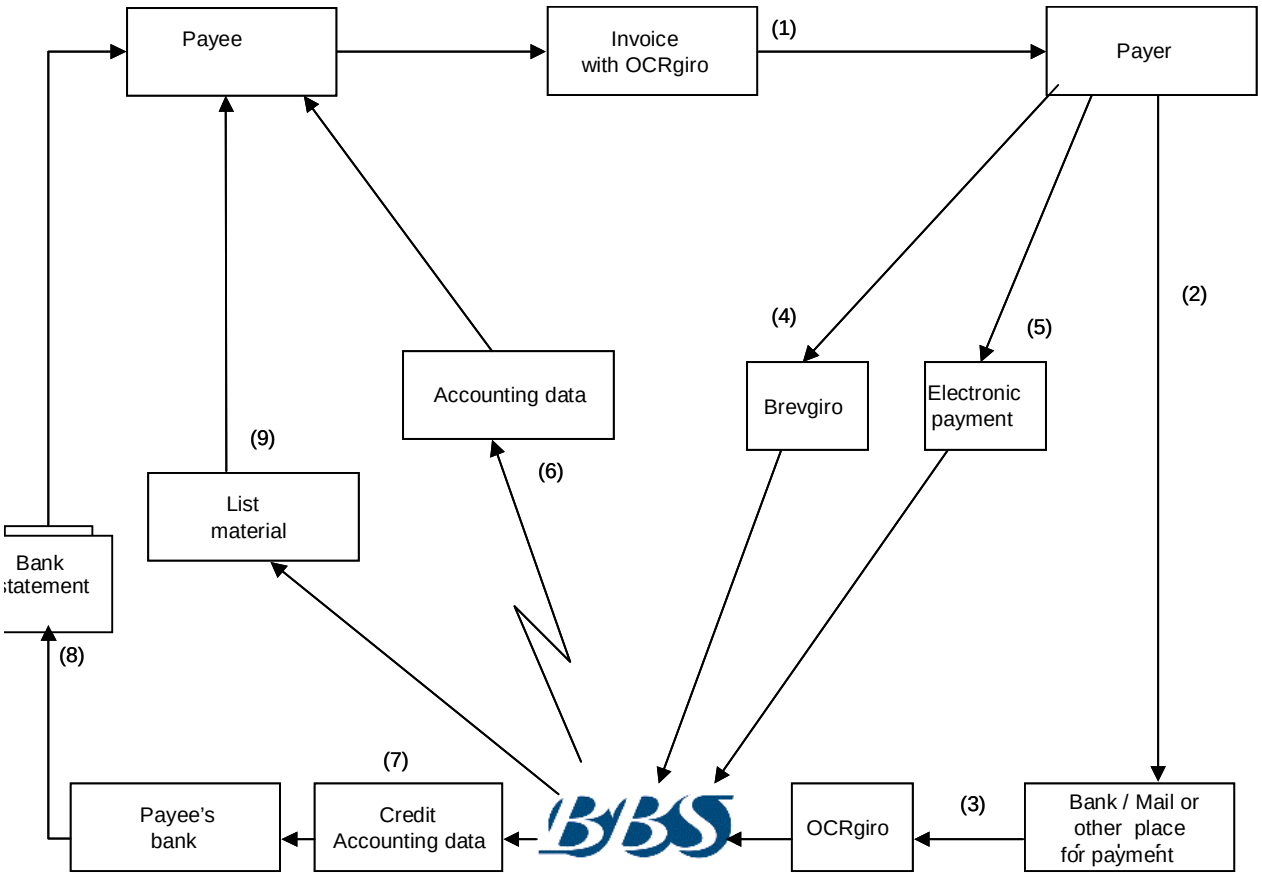
OCRgiro is suitable for all payees, irrespective of size and customer profile. The service may be used for invoicing both regular and occasional bills.

1.3 Definition of important words and expressions

Agreement-ID	-	A unique identification of the payee's agreement at Nets. It is not possible to make more than one agreement per order-account.
Delivery	-	Data communication files that are sent to the payee's data sink. The delivery opens with a start record and ends with an end record for the delivery.
KID	-	Customer identification is used by the payee to identify the payments. KID may consist of, at a maximum 25 digits, however it is recommended to keep it as short as possible. KID may contain: • Customer number • Invoice number • Term Different combinations of these.
Customer-ID	-	Account holder's organisation number Customer-ID is used as top notion at Nets for gathering a payee's accounts and agreements.
Customer unit-ID/ Data sink	-	Receiver of data for one or several agreements. The data sink may be the agreement-customer herself, or e.g. a data processing centre.
Customer unit-ID/ List-receiver	-	Receiver of list material for one or several agreements. The list-receiver may be the agreement-customer herself, or e.g. an accountant's office.

Assignment/order	-	Transactions to one bank account. In deliveries from Nets they open with start record for the order and ends with end record for the order. There may be several orders in one delivery.
Order date	-	Date for when the OCRgiro is delivered to the bank. For brevgiro – date when received at Nets.
Order-account	-	The account that is to be credited with the amount of the payments.
Settlement date	-	Date for settling of accounts and laying out accounting data bank.
Transaction	-	Used in OCRgiro as a designation for a logical unit in an assignment from Nets. One transaction consists of several records.
Transaction number	-	Consecutive numbering of the transactions in the order/assignment. The transaction number starts at 1, and is added with 1 per logical transaction. The records in a logical transaction will have the same transaction number.
Transaction type	-	The payer uses a code that states what method of payment.

1.4 The routine described in detail



The main features of the system:

1. The payee sends OCRgiro to the payer in connection with invoice, or something of the sort. The OCRgiro must be filled in with customer identification number (KID) before it is sent out.

2. The OCRgiro can be paid in cash in any bank, post office or another place for payment. Or it may be sent in for the payer's account to be charged.

3. The OCRgiro may be registered directly where the payment is made, or it can be sent to Nets for registration.

4. The payer can either choose to send in the OCRgiro directly to Nets as postal giro, or

5. The payer can register the payment with KID herself, for instance via a company's terminal solution or net bank.

6. Specifications regarding the day's payments are sent via data communication to the data sink, daily or periodically – based on receiver's wish.

7. Accounting data for updating in the bank's account current book is sent to the banks and the banks' data processing centra the same day as settling of accounts is done at Nets.

8. The sums that the account is credited with each day are to be found by the payee on the bank statement.

9. Transaction list showing sum records and transactions that must be processed manually, are sent directly to the list recipient. If transaction list including a specification of the day's payments is requested, this may be subscribed to. (The price is arranged with the bank.)

1.5 Agreement regarding use of OCRgiro

Use of the OCRgiro service requires entering into an agreement for payee-services in business relations, where OCRgiro is checked off.

Furthermore, the registration form must be filled in with the information relevant for this service.

On the payee's request, the agreement can be marked with a code for"compulsory KID". This implies a suspense account for all:

- Online-payments (net bank, tele bank etc.) without KID
  Or
- All electronic payments without KID. It is important that the payee fully comprehends the consequences of such a choice.

1.5.1 Agreement form and agreement terms

The agreement form is filled in and signed by the payee and the bank.
The agreement (front-page) is kept by the bank/customer.

The registration form (all pages) is sent in three copies to:

Nets
att./Registerhold
0045 Oslo

When registered at Nets, a copy is sent to the payee and the bank.

1.5.2 Termination of the agreement

Termination of the agreement is sent to Nets by the payee's bank.
A termination in written is sent to the same address as stated above.

1.6 If the payee changes account number / KID

If the payee changes banking relationships or changes accounts within the same bank, a new agreement must be made for this new account number.

This must be registered at Nets before OCRgiro with new account number is sent out to the payers. If OCRgiroes to the old agreement-account is still in circulation, the payee can have the account registered for renumbering via his banking connection (Nets Bl. 61009).

Nets will then transfer payments from giro with the old account number directly to the new account. Renumbering for OCRgiroes can only be registered if an OCR-agreement is registered on the new account.

When KID is changed, always contact the test group (Testgruppen) at Nets for clarification of changes in the agreement, procedures, test etc.

2 START-UP PROCEDURE

1. A production test must be made and approved by Nets well in advance of starting-up.

2. The GIRO-forms must be ordered from a licensed printing office.

3 About 20 completed giro forms with different KID and amounts are sent to Nets, enclosed with the registration form (the agreement). The giro forms be without the receipt portion, and Their order must not be sequential.

4 The dispatch is explicitly labelled "TEST" and sent to:

Nets
att/ Testgruppen
0045 OSLO

5 The print quality is approved by Nets.

6 Nets sends test data in return via data communication, or as attachments in emails. The data sink is responsible for the data communication being operative before the OCRgiro is taken into use.

7 The OCRgiro-agreement is registered at Nets after the test is approved.

8 The welcome letters as well as the registered agreement form, are sent to the payee.

2.1 Data communication / accessibility at payee's

Payees with self-developed software can make their own adaptations in the programs necessary for taking OCRgiro into use. If the payee uses a software supplier/data-processing centre, make sure that adaptations for the service are included in the software.

In order to send / retrieve dispatches for the service, the payee must have a data communication solution. If the payee hasn't established such a solution, the bank must be contacted for further information regarding this matter.

2.2 KID (customer identification)

KID from the OCRgiro is used for identifying the payment, for correct updating of the account current book. KID may consist of up to 25 digits, included control digits in modulus 10 or modulus 11. The length of KID is recommended being the shortest possible.

When using modulus 11, the modulus sign may be "–" (hyphen). This may cause misunderstandings, e.g. in connection with tele giro. If modulus 10 is used, this is prevented.

KID may contain

- Customer number
- Invoice number
- Instalment

Or combinations of these.

For payee's considering making use of AvtaleGiro, the customer number **must** be a part of KID.

2.3 Filling in OCRgiro

A. Setting mark for the code line
- Pre-printed H
- The H filled in must cover the pre-printed H
- H must be placed 5/6" from the form's lower edge, corresponding to the code lines height.

B. Customer identification (KID) numeric:
- Giro width 210 mm, max. 25 digits
- Giro width 203 mm, max. 22 digits
- The control digit is calculated in modulus 10

or

Modulus 11, and is the last digit in KID.
- The print position is 1 ½ between the vertical lines and the closest character.
- The field is right aligned.

C. Charge account number, numeric, 11 digits:
- If charge account number is to be printed, the series of numbers is placed within the marked field (regardless of white boxes).

D. Crones and øre, numeric field:
(øre – coin worth 1/100 of a crone)
- The field can either be completed or filled in by the payer.
- Two blank positions between the last digit in crone field, and the first in øre field.

E. Control digit for amount:
- Is calculated in modulus 10
- The control digit is printed in the middle within the special signs < > (in position 3).

F. To account, numeric 11 digits:
- Standard 11 – the digit account number must be used
- The field is completed or printed in this way:

  1234 56 78903

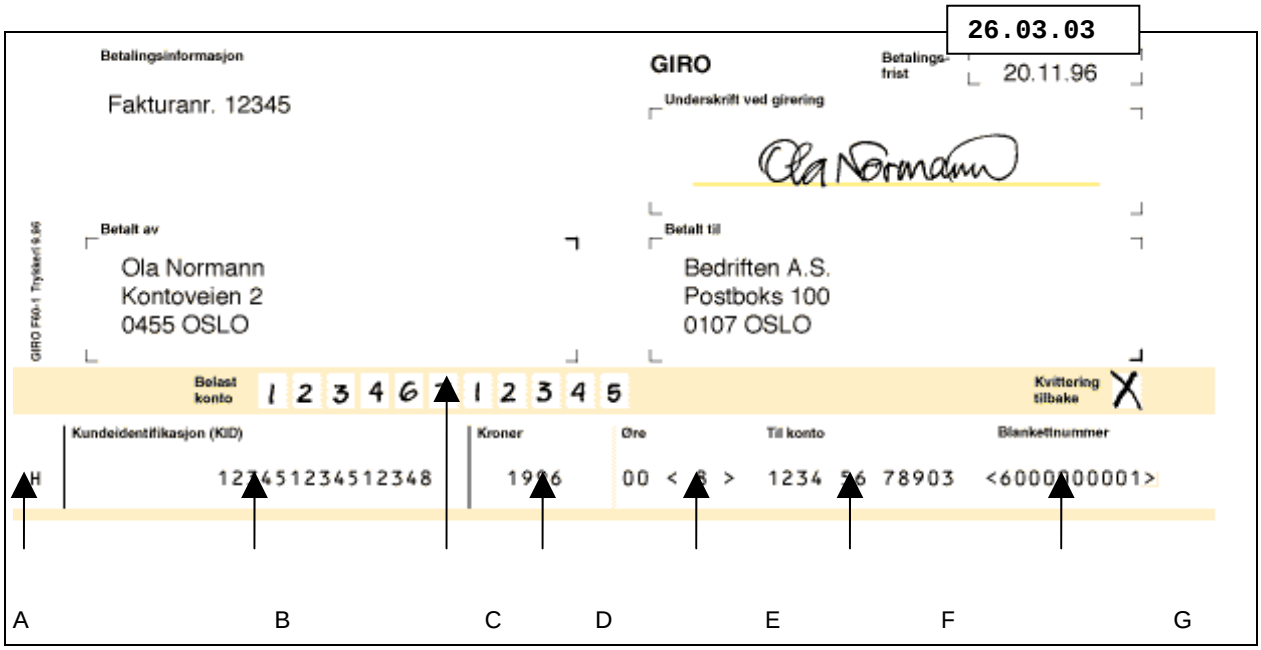
  Can also be printed together.
- The first digit of the account number is placed two blank positions from the special signs < >

G. Form number, numeric, 12 positions:
- Is always pre-printed, 10 digits with special signs < >, in addition to the code line, the form has fields for information regarding the payment, signature by endorsement, due date, paid by and paid to.

Font for OCRgiro.

The code field must be filled in with an approved font.

Approved fonts are:
- ISO OCR B-font Size 1 or approximate OCR B-font
- Courier 12 point



2.4 Font when printing OCRgiro

The type line in the print field must be filled in with a font approved of. Approved fonts are:

- ISO OCR B-font Size 1 or approximate OCR B-font
- Courier 10 point
- Courier 12 point
- Arial 10 point
- Times new roman 10 point

PLEASE NOTE THE FOLLOWING WHEN FILLLING IN:

- **From the bottom of the giro to the lower edge of the digits in the code line, the interval should be 5/6". For the accurate setting, use the setting mark "H".**
- **Leave at least an interval of 1 ½ print positions from the closest digit filled in, to vertical lines, or special signs < > .**
- **Please use black toner / typewriter ribbon.**
- **The printer must be held adjusted.**

3 LIST MATERIAL

3.1 Transaction lists – OCR payment service

A summary list and, if necessary, an error list are produced each day OCR-payments have been made to the account.

It is possible for the payee to subscribe to lists specifying each payment. These are also delivered via data communication. The lists are produced each day OCR-payments have been made.

Nets will invoice the payee's bank for subscribed lists.

Payment with valid KID will be presented on OCR-file. It is also possible to receive credit notes on the file. This is optional and must be specified in the OCR agreement.
One electronic payment may include several transactions with various types of structured information. Structured information is one(1) payment with several singel specifications such as:

- Invoice with KID (positive amount)
- Credit note with KID (negative amount)
- Invoice (positive amount)
- Credit note (negative amount)

On payment with several specifications will be distributed as singel transactions which will be listed on

- OCR-file,if payment has KID or KID as a credit note
- OCR-list, if payment is without KID

3.2 Structured information/credit note with KID/ balance sheet

Even if the payee is able to receive credit notes with KID electronically in the OCR-file, there will be transactions with valid KID reported on the OCR transaction list L00708. This is connected with negative amounts in one or several specifications. It is not possible to post a negative amount on the beneficiary's

account. As a result of this the total amount to one bank account will be balanced with a valid KID-transaction.

Rules for balancing:
The main rule is fewest possible valid KID-transactions transferred to OCR transaction list instead of OCR-file.
The transactions transferred must be as close as possible to the negative amount that needs to be balanced.

Note: The listed examples are related to an agreement where credit note with KID is reported in the OCR-file.

It is eight (8) payments with KID where one KID is not valid, plus fore (4) payments with structured information.

Example 1 – Transactions with KID, credit notes and invoice

Payment NOK 6.250,00 - specifications:		NOK (Kr)	Medium
* 7 transactions with KID, total amount		4.800,00	OCR-file
* Added following structured information:			
Credit note with KID	44000366370078	-250,00	OCR-file
Credit note with KID	44000366980090	-400,00	OCR-file
Credit note with KID	44000007860156	-1 500,00	OCR-file
Invoice	665522	3 600,00	OCR list L00708
Sum specifications		**4.800,00**	

7 transactions with KID will be reported in OCR-file together with 3 credit notes with KID. The invoice will be specified with invoice number, amount, name etc on OCR-list L00708, and must be registered manually in receivers account current book. See example of list L00708 for manual registration.

(If the receiver did not want credit notes with KID reported in OCR-file, these transactions will be reported on the OCR-list L00708.)

Example 2 – Transactions with valid and not valid KID

Payment NOK 2.260,00 – specifications;		**NOK(**Kr)	Medium
* 4 transactions with KID, total amount		1.560,00	OCR-file
* Added following structured information:			
Not valid KID	00000000000123	1 300,00	OCR-list L00708
Credit note with not valid KID	00000000000025	-600,00	OCR-list L00708
Sum specifications		**2.260,00**	

4 transactions with valid KID will be reported in OCR-file. Transaction with not valid KID, and the credit note with nor valid KID will be reported on OCR-list L00708, and must be registered manually in receivers account current book.

Example 3 - Balancing

Payment NOK 1.900,00 – specifications;		NOK(Kr)	Medium
* 2 transactions with KID, total amount		1 600,00	OCR-file
* Added following structured information:			
Credit note		-900,00	OCR-list L00708
Transaction with KID	44000030220147	1 200,00	OCR-list L00708
Sum specifications		**1.900,00**	

The payment has 3 transactions with KID, and 1 credit note. The credit note is without KID and is therefore not possible to add the OCR-file but will be specified on the OCR-list L00708. This will result in a negative amount on the list. It is not allowed to clear negative amounts to an OCR agreement and a balancing must be executed. To make balance and get a positive amount we use a KID transaction which normally should have been reported in the OCR-file. The transaction will instead be reported on the OCR-list together with transactions without KID so that the netted amount for this payment will be positive. Equivalent will executed if the OCR-file ends up with a negative netted amount.

Example 4 – Negative balance between payment and specifications

Payment NOK 2.400,00 – specifications;		NOK(Kr)	Medium
Structured information:			
Invoice	456445	800,00	OCR-list L00708
Invoice	465455	3 500,00	OCR-list L00708
Sum specifications		**4 300,00**	

The total amount of all specifications in one transaction must balance and following validation will be executed:

- If one specification consists not valid KID all specifications in the transaction will be rejected by payers bank
- If none of the specifications consists KID the transaction will be cleared but the negative balance will be reported on the OCR-list L00708. Beneficiary is recommending contacting payer for solving the balance disagreement.

List L00701: Transaksjonsliste – OCR Innbetalingsservice - SAMMENDRAG
This is a summary list for all amounts that are cleared in one workday. During one workday Nets run two bank settlements Nets summarize total amount reported in the OCR-file and total amount reported on the OCR-list L00701. Each settlement may therefore contain two total amounts and with two settlements per day the beneficiary may receive four amounts in the OCR-list L00701 which will be comparable with bank statement. Beneficiary may subscribe the OCR-list L00701. This function is optional.
If the receiver wishes to subscribe OCR-list L00701 – OCR Innbetalingsservice – Sammendrag Nets will charge the receivers bank for distribution of the list.

BANKENES BETALINGSSENTRAL AS **TRANSAKSJONSLISTE – OCR INNBETALINGSSERVICE** **1) Nets-DATO: 240304**

2) KUNDEID : 900012345 67 NAVN : BEDRIFTEN A/S
3) AVTALEID : 001767676 NAVN : BEDRIFTEN A/S **4)** OPPDRAGSKONTO : 9999.11.11111

SAMMENDRAG

5) REF. TIL KONTOUTSKRIFT	**6)** SUM KONTOUTSKRIFT - MED PÅ OCR-FIL ANTALL	BELØP	**7)** SUM KONTOUTSKRIFT – IKKE PÅ OCR-FIL ANTALL	BELØP	**8)** REF . TIL TRANSAKSJON PÅ LISTE L00708
1302100445	7	9.820,00			
1302100762			1	850,00	A
1302904611	16	5.810,00			
1302904482			6	7.000,00	B
9) TOTALT I DAG	23	15.630,00	7	7.850,00	
10) TIDLIGERE AKKUMULERT	0	0,00			
11) SUM AKKUMULERT I PERIODEN	23	15.630,00			

LISTENR : L00701 **MOTTAKER : 0007777 7** **BEDRIFTEN A/S** **UTSKRIFTS-TID : 24030 4 151 6** **SIDENR : 3**

1) Date for settlement

2) Customer business registration number

3) Account holders agreement identification.

4) Credit account.

5) Reference to bank statement.

6) Total amount and number of transactions

7) Total amount and number of transactions reported on the OCR-list L00708. Transactions must be registered manually.

8) Reference to OCR-list L00708. The reference states which transactions that is included in the settled amounts.

9) Total amount posted this work day.

10) For customers who is not receiving OCR-files daily this post will report the number of transactions and amount accumulated earlier

11) The number of transactions and accumulated sum for the period.

Liste L00708: Transaksjonsliste – OCR Innbetalingsservice – <u>IKKE MED PÅ DATAFIL</u>

BANKENES BETALINGSSENTRAL AS TRANSAKSJONSLISTE–OCR INNBETALINGSSERVICE - MANUELL REGISTRERING **1) Nets-DATO: 240304**

2) KUNDEID : 90001234567 **3)** ---AVTALE-ID : 001767676--- **4)** NAVN : BEDRIFTEN A/S **5)** ---- OPPDR.KONTO : 9999.11.11111

6) TYPE MELDING	7) ID-NR	8) BANK-DATO	9) ARKIVREF.	10) BETALERS NAVN	11) KID / REFERANSE TIL FAKTURA / KREDITNOTA ETC	12) BELØP	13) REF. TIL. L00701
INNBETALINGER FRA OCR GIRO							
FEIL KID	433317	230304	*97792070			850,00	A
ELEKTRONISKE INNBETALINGER							
AVSTEMTE TRANSAKSJONER							
TRANSAKSJONER MED RIKTIG KID							
FAKTURA			598666784	TOPPEN ELVERK	44000030220147	1.200,00	B
TRANSAKSJONER MED FEIL KID							
FAKTURA			580201793	NORDBYEN KOMMUNE	00000000000123	1.300,00	B
KREDITNOTA			580201793	NORDBYEN KOMMUNE	00000000000025	-600,00	B
TRANSAKSJONER UTEN KID							
FAKTURA			600101140	AVISEN AS	665522	3.600,00	B
KREDITNOTA			*80201793	NORDBYEN KOMMUNE		-900,00	B
FOR BETALINGEN UNDER ER DET DIFFERANSE MELLOM INNBETALT BELØP OG UNDERSPESIFIKASJONER. BETALER MÅ KONTAKTES.							
OVERFØRT BELØP			580336611			**2.400,00**	B
FAKTURA					456445	800,00	
FAKTURA					465455	3.500,00	
SUM UNDERSPESIFIKASJONER						**4.300,00**	

LISTENR : L00708 **MOTTAKER : 00077777** **BEDRIFTEN A/S** **UTSKRIFTS-TID : 240304 151 6** **SIDENR : 2**

As indicated in the four examples with electronic payments there may be different transaction types on this list. This list is classified by transaction type with following structure:

PAYMENTS FROM OCR GIRO	Giro with not valid KID
ELECTRONIC PAYMENTS	Payments Nets has received in electronic services.
Balanced transactions	Singel transactions, with originally transfered amount.
TRANSACTIONS WITH VALID KID	Payments from invoice and credit note, documented on the list because of balancing.
TRANSACTIONS WITH NOT VALID KID	Invoices and credit notes.
TRANSAKSJONER UTEN KID	Invoices and credit notes.
PAYMENTS WHERE PAID AMOUNT IS DIFFERENT FROM AMOUNT STATED IN AS THE SUM OF STRUCTURED SPECIFICATIONS	Structured specifications are not corrected according to total amount given in the payment. The payer must be contacted for clarification.
PAYMENTS WITH MIXED SPECIFICATIONS	Other payment specifications.

The OCR-list L00708 consists all transactions that is not reported on the OCR-file. These transactions must be tracked manually.

8) Bankdate. The date payor initiated the payment.

9) Archive reference. Reference with *9..... refer to Nets. Other references is referring to

1) Date for settlement.

2) Customers business registration number

3) Account holders agreement identification.

4) Account holders name.

5) Credit account.

6) Transactions type.

7) Transaction identification (ID-number).
Example:
For OCR giro, 6 last digits in giro numbersiste .
For Direct Remittance, 6 last digits in payors agreement number.

transaction bank or data processing centre.

10) Payors name, if reported in the transaction

11) KID or reference to invoice/credit note

12) Amount

13) Reference to total amount on OCR-list L00701 - Sammendrag.

Liste L00701: Transaksjonsliste – OCR Innbetalingsservice - <u>ABONNEMENTSLISTER</u>
Liste L00701 is split.
First part contains transactions from OCR giro. Second part is from electronic payment services.
Common for both lists is that all transactions are reported in the OCR-file, and this is a summary of the file. Nets will invoice receivers bank for the list.

The list specifies todays cleared transactions, sorted on KID in increasing order.

Liste L00701: Transaksjonsliste – OCR Innbetalingsservice
<u>– SPESIFIKASJON AV TRANSAKSJONER FRA OCR giro (BLANKETTER)</u>

BANKENES BETALINGSSENTRAL AS **TRANSAKSJONSLISTE – OCR INNBETALINGSSERVICE** **1) Nets-DATO: 240304**

2) KUNDEID : 900012345 67 NAVN : BEDRIFTEN A/S

3) AVTALEID : 001767676 NAVN : BEDRIFTEN A/S **4)** OPPDRAGSKONTO : 9999.11.11111

INNBETALINGER FRA OCR GIRO

---------- SPESIFIKASJON AV TRANSAKSJONER MED PÅ OCR-FIL ----------

5) KUNDEIDENTIFIKASJON	**6)** BELØP	**7)** ARKIVREF.	**8)** ID-NR.	**9)** BANK-DATO	**10)** MERKNAD
33000083672049	440,00	*94561154	432261	230304	
33000158843046	80,00	*94455212	433365	230304	
33000163680003	1500,00	*96588851	433251	230304	
33000164573025	1500,00	*94566654	433614	230304	
33000167698019	3500,00	*94514161	433671	230304	
33000170130034	1600,00	*98145411	432216	230304	
33000173783060	1200,00	*95545122	432165	230304	
SUM TRANSAKSJONER FRA OCR GIRO	9.820,00				

LISTENR : L00701 **MOTTAKER : 0007777 7** **BEDRIFTEN A/S** **UTSKRIFTS-TID : 24030 4 151 6** **SIDENR : 1**

1) Date for settlement.

2) Customers business registration number and name.

3) Account holders agreement identification.

4) Credit account.

5) KID from OCR giro.

6) Amount.

7) Archive referance, for ordering copy of the giro.

8) ID-number. 6 last digits from OCR giro

9) Bank date.The date payor initiated the payment.

10) Annotation. Information concerning manually management of KID from the OCR giro.

Liste L00701: Transaksjonsliste – OCR Innbetalingsservice –
– SPESIFIKASJON AV TRANSAKSJONER FRA ELEKTRONISKE INNBETALINGER

BANKENES BETALINGSSENTRAL AS **TRANSAKSJONSLISTE – OCR INNBETALINGSSERVICE** **1) Nets-DATO: 240304**

2) KUNDEID : 900012345 67 NAVN : BEDRIFTEN A/S

3) AVTALEID : 001767676 NAVN : BEDRIFTEN A/S **4)** OPPDRAGSKONTO : 9999.11.11111

ELEKTRONISKE INNBETALINGER

SPESIFIKASJON AV TRANSAKSJONER MED PÅ OCR-FIL

5) KUNDEIDENTIFIKASJON	**6)** BELØP	**7)** BETALERS NAVN	**8)** ARKIVREF.
01000000258037	900,00	AVISEN AS	600101140
01000000368026	100,00	AVISEN AS	610501138
01000000407048	1.750,00	AVISEN AS	600101140
01000000488022	1.500,00	AVISEN AS	610501138
01000000608025	150,00	AVISEN AS	610501138
01000000717040	360,00	AVISEN AS	600101140
01000000768035	600,00	AVISEN AS	610501138
44000366370078	-250,00	AVISEN AS	600101140
44000366980090	-400,00	AVISEN AS	600101140
44000007860156	-1.500,00	AVISEN AS	610501138
44000000380020	300,00	NORDBYEN KOMMUNE	580201793
44000000560084	100,00	NORDBYEN KOMMUNE	580201793
44000000640092	150,00	NORDBYEN KOMMUNE	580201793
44000000730042	450,00	NORDBYEN KOMMUNE	580201793
44000001060027	750,00	TOPPEN ELVERK	598666784
44000001100070	850,00	TOPPEN ELVERK	598666784

9) SUM ELEKTRONISKE INNEBETALINGER 5.810,00

SUM KREDITNOTA

NETTO SUM

LISTENR : L00701 **MOTTAKER : 0007777 7** **BEDRIFTEN A/S** **UTSKRIFTS-TID : 24030 4 151 6** **SIDENR : 2**

List L00701: Transaction list OCR – specification of transactions from electronic payment services

1) Date for settlement

2) Customers business registration number and name.
.

3) Account holders agreement identification.

4) Credit account.

5) KID from electronic payment transaction .

6) Amount.

7) Payors name, if reported in the transaction.

8) Reference to payments orginal transaction bank , transactions bank or data processing centre.
.

9) Total amount electronic payments.

3.3 Tally with the bank statement

Nets has several settlements every day. A sum item is produced for each settlement. Each sum item contains a ”reference to the bank statement”. Position 5 in the reference number states which partial settlement the transaction has been settled in. The summary list is produced every day payments have been made.

If there are transactions, from forms or electronic payments, with erroneous KID, these are documented on a separate list for transactions not included in the data transmission
(L00708 – TRANSACTION LIST – OCR PAYMENT SERVICE *** NOT INCLUDED IN OUTPUT). Credit notes, if any, are documented here. Everything on this list must be handled manually.

For users with special requirements, it is possible to get the same transactions delivered via data communication also on paper. The paper lists contain both transactions from OCR giro (forms) and from electronic payments. This is a subscription arrangement, where the user is invoiced for the lists every day payments with KID are made.

THE ROUTINE IN OPERATION

3.4 Delivering data

The data sink receives accounting data via data communication, daily or periodically, according to the agreement. Accounting data may be delivered according to the following periodisation:

- Daily
- Weekly, optional day of the week
- Monthly, optional date

We offer 3 combinations of periodisation, e.g. 3 times per month or twice a week and once per month.

In addition it is possible to register a"single order" of OCR-accounting data on a fixed date. Change of periodisation must be reported to Nets at least 2 weekdays before the change is made.

If the day for delivering accounting data falls on Saturday, Sunday or on a public holiday, the data is produced the workday before if periodisation isn't made daily.

3.5 Data communication

The users can collect their transactions via data communication. The data should normally be ready at Nets at 1600 p.m. on the days agreed upon. They stay for an additional five workdays.

3.6 Erroneous customer identification

KID that because of errors/shortcomings cannot be registered mechanically, are described as "reject". KID is attempted registered manually by Nets. As this involves extra work, we plead the right to invoicing as the condition for the service is not fulfilled. Invoicing will be done if the number of manually registered KID/erroneous KID is unacceptably high.

3.7 Invoicing

The bank's invoicing of the customer.

For transactions settled in Nets, the basis for invoicing will be sent to the bank's data processing centre. Questions regarding prices/invoicing are directed to the payee's bank.

Nets invoicing the user
For delivering accounting data and for specified transaction lists ordered by the user, Nets invoices the user directly.

AMENDMENT LOG FOR THIS USER MANUAL

VERS.	DESCRIPTION OF AMENDMENT	DATE	SIGN.
2.0	The entire manual has been re-edited per 18.03.03.	18.03.03	JHA
3.0	The entire manual has been re-edited per March 2005	08.03.05	KRR